

	<p style="text-align: center;">Risk Management & Tort Defense Division</p> <p>Title: Responsibilities, composition, and function of the state Risk Management Advisory Council Short Title: Risk Management Advisory Council Replaces and Supercedes: None</p>	Number: RMTD02-07
		History Log: Approval Date: 08/15/06 Effective Date: 09/01/06 Reviewed: 08/15/06 Last Revision: 09/14/06 Contact: Brett E. Dahl
		Approved: Brett E. Dahl

I. Purpose:

The state Risk Management Advisory Council serves in an advisory capacity to:

- a. Provide recommendations to the Department of Administration on organization and structure of the state's property/casualty insurance program;
- b. Provide recommendations on processes and measures to improve the efficiency of the state's claims administration processes.
- c. Provide recommendations on ways to mitigate claims through loss prevention processes, training, and policies/procedures.

II. Composition:

The Risk Management Advisory Council shall be comprised as follows:

- a. The Director of the Department of Administration or his/her designee shall serve as the chairperson.
- b. Three public self-insureds.
- c. Two private self-insured.
- d. An Insurance Agent.
- e. Advisory Council members serve at the pleasure of the Director of the Department of Administration and the Governor.

III. Meetings:

- a. The full committee shall convene at least annually. Subcommittees consisting of uniform or similar risk management issues shall convene from time to time as requested by the Chairperson.
- b. At a minimum, public notification is required concerning the adoption or

amendment of any rule, regulation, guideline or policy, including those that affect only the Risk Management & Tort Defense Division or state government, even when the subject is purely technical; or when there is a decision to procure goods or services, competitively.

- c. Meeting notices shall include an agenda with detail actions, handouts, and shall be posted on the Risk Management & Tort Defense Division's website, on the state's electronic calendar, and be provided to those who have previously shown an interest in the matter at least 72 hours prior to the meeting.
- d. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division's intent to offer reasonable accommodations for those with Disabilities and provide a contact name, address, phone number, mailing and e-mail addresses, including where to seek special needs or for ADA accommodation.
- e. Council members shall receive regular training on their duties and other important matters including participation in public meetings.